



**Staff Report to
The Mayor and City Council
For the Month of July 2006
Prepared July 13, 2006**

Top Priority Action Items

Item No.	Date of Change in Status	Item	Comments	Department
1	July 11, 2006	Dohman Dam—FEMA Application.	We are working with FEMA on our application for disaster relief funds. We provided much of the documentation they need to review our application and are compiling the remaining items and will send them when received.	Water
2	February 2006	Beard's Hollow ADA issues	The State identified a number of items that we must resolve at the parking area and existing bridge to completely conform to ADA requirements. Most will be addressed when the paving is completed.	Administrator
3	July 11, 2006	Scenic By-Ways Grant--Overlook	WSDOT has the letters from both cities, we need to submit a closeout funding request to complete the transfer.	Administrator
4	July 11, 2006	Discovery Trail—South Main Crossing	We met with the various agencies on the culvert permit application and agreed to revise the permit request to remove the tide gate and shorten the length of the culvert. The County is preparing revised design drawings and ELS is revising the permit application. Based on the conversation it appears they will issue the permit following their review.	Administrator
5	July 11, 2006	Discovery Trail Paving Bid Packet	WSDOT has been very responsive and helpful with the review of the trail bid packet. We submitted a revised packet with their recommended improvements for approval. We also submitted the right of way certificate that must be signed by WSDOT before we can bid the project and they are working to get it done in time to advertise next week. We are targeting an August 8 bid opening with construction beginning August 28.	Administrator
6	July 13, 2006	Transportation Enhancement Grant- Discovery Trail	The City was awarded \$180,000 to construct the trail from 17 th Street SW to Beard's Hollow. Ecological Land Services revised the Biological Assessment and Environmental Classification Summary for WSDOT's approval. WSDOT has modified our existing contract with the updated	Community Development

Item No.	Date of Change in Status	Item	Comments	Department
			information and we are awaiting final approval before we begin construction.	
7	May 21, 2006	Discovery Trail Phase 1	Our Court hearing was held March 20, 21 & 22, 2006. Settlements with Dr. Wong, Olson & Neuroth have been reached.	Finance
8	July 12, 2006	Discovery Trial Phase 2	We are awaiting the agreement of Attorneys fees for McArthur. The appeal on the State Parks Ownership area has been dismissed.	Finance
9	April 26, 2006	Grant Reimbursement Request—North Trail Paving	Reimbursement for the work Lakeside Paving did for the city in October on Phase 2 of the Trail Project has been ½ billed to WS Historical Society. Other half to USDA. Historical Society has made payment.	Finance
10	July 13, 2006	Comprehensive Plan Update	Crea Affiliates and the City held an open house last week and they have begun working on the existing conditions analysis for presentation at the first advisory committee meeting on August 1, 2006	Community Development
11	January 2006	Parks and Recreation Plan	The City needs to adopt a Parks and Recreation Plan in order to qualify for state grants for parks improvements.	Parks
12	March 9, 2006	Storm water Master Plan	No action taken yet	Streets
13	July 13, 2006	Community Development Director Search	Prothman and Company is assisting in the search and we are in contact with Waldron and Associates about the availability of an interim planner.	Administrator

Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		January 2006	WCIA Review	The annual review by the Washington Cities Insurance Authority included a number of actions the City should take to better protect the City's interests. These include changes in certain policies and procedures.	Administrator
2		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
3	June 7, 2006	Completed	Itinerant Vendor Fees and Policies	Agenda item on May 17. City Council provided guidance to Staff on requested revisions. Staff will provide new Ordinance to the Council for adoption on June 7.	Administrator
4	August 2006	July 13, 2006	Planning Fees	Staff is preparing a revised fee structure for Planning and Community	Community Development

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
				Development Fees to discuss with the City Council at a workshop. Staff will also explore the possibility of reducing the appeal fee for appeals of minor items—we will discuss the fee the Hearings Examiner would charge for appeal of various administrative decisions.	
5	Workshop August 2 2006	July 11, 2006	Codification	We will do a workshop on August 2 nd to go over the draft.	Administrator
6	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
7		July 11, 2006	19 th Street	The developer submitted information on drainage from their engineer on July 10 th . We forwarded the information to G&O for review and will meet to discuss the information once the review is complete.	Administrator
8		May 26, 2006	Lodging Tax Use	The County is researching the impacts of an Attorney General opinion regarding funding of operations like the Visitors Bureau. The opinion calls into question the ability of cities and counties to fund operations if they do not own the facility. At present the City of Long Beach is not changing our practice of funding the VB. A related issue is whether or not Pacific County still enjoys a special provision that allows greater flexibility in use of lodging tax. So far we have not been able to find such a provision in the current RCW.	Administrator
9		July 11, 2006	Alley Easement	We sent an e-mail to the contact person for the Edgewater Condo association requesting a meeting to address the situation and are awaiting a response.	Administrator
10	August 2 City Council Meeting	May 2006	Sign Ordinance	Planning Commission made a formal recommendation to the City Council for revisions to the zoning code. A public hearing has been scheduled for August 2	Community Development Director

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
11					
12	2007	May 26, 2006	New EMS District Formation	Mayor Ramsey is representing the City of Long Beach in meetings to explore the formation of a new EMS district. Staff will prepare any required documents.	Administrator
13	October 2006	February 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator
14	June 2007	April 5, 2006	102 nd Street Water LID	Bad News – Found Out at AWC that we can't extend services beyond our Urban Growth Area. Staff met with Pacific County on March 27 th to begin preliminary discussions on our UGA. Further action can be expected after a consultant is hired for the Comprehensive Plan Update to discuss expansion of our Urban Growth Area. This will require an amendment to the County's Environmental Impact Statement and through SEPA work and analysis.	Community Development
15		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
16	October 2006	September 2005	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users.	Water
17	August 2006	July 13, 2006	Cross Connection Program	Completed the workshop, need to finalize draft ordinance and move forward.	Water
18	October 2006	January 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water

Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 received, \$168,000 remaining	City Administrator	Funds available
Discovery Trail Overlook	SAFETEA-LU	\$124,900 awarded \$124,900 remaining Phased allocation with \$50,144 available through FY 2006	Transferring to Ilwaco	Waiting for Ilwaco's letter accepting transfer of lead agency
Discovery Trail Overlook	National Scenic Byways	\$134,534 awarded \$17,400 used for Geo Tech \$117,134 remaining	Transferring to Ilwaco	Waiting for approval of transfer of lead agency
Discovery Trail Overlook	Federal Appropriations Request	\$350,000 requested	Transferring to Ilwaco	Pending
Discovery Trail Port of Ilwaco	Federal Appropriations Request	143,300 requested	Would like to transfer to Port of Ilwaco	Pending—will make decision on transfer if successful
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received, \$29,067 spent.	Finance Director	Bids have been awarded, waiting to make payment.
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$800,000 received, \$200,000 remaining	Finance Director	Closeout documents 90% Complete
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$1,870,000 received \$1,330,000 left	Finance Director	Need to close out
Water Study	WS DOH	\$35,000 awarded \$35,000 remaining	Finance Director	Collecting bills, need to submit.
USDA Forest Service	USDA	\$50,000 awarded \$5,500 received \$44,500 remaining	Finance Director	Final Bill submitted.
Discovery Trail- 17 th Street SW to Beard's Hollow	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Bids can be advertised pending approval from WSDOT on environmental assessment revised by ELS.
GMA Update	Washington State	\$6,250 requested	Community	Awaiting official

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Grant	Department of Community, Trade, and Economic Development	\$6,250 awarded No match required *Next FY the City will receive an additional \$2,500 because funds cannot be awarded across fiscal years.	Development	contract document
Emerging Issues Grant (EIG) for Parks and Open Space Plan	Washington State Department of Community, Trade, and Economic Development	\$10,000 requested \$10,000 awarded	Community Development	Awaiting official contract document
Design Grant	Cowlitz Wahkiakum Council of Governments	No specific dollar amount is required for application; however the project applied for would include design work of the Bolstad Avenue Reconstruction	Community Development/ Parks and Streets	Pending
2006 Lewis and Clark National Historic Trail Challenge Cost Share Program	National Park Service	\$250,000 requested with \$250,000 match \$12,000 awarded Unsure if match is required	Community Development	Received initial notice of funding. Waiting for formal award packet and determination of match funds.
City Council Approved Revisions to the Budget for Future Budget Amendment:				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	January 2006	National Guard Recognition	Contacted CPT Loos and asked for her input on this. Awaiting response. We would like to conduct a ceremony recognizing the National Guard for their contributions to the Discovery Trail. We are working on a schedule.	Administrator
2	December 2005	Benefit Committee	The Council approved the budget with the elimination of the life insurance benefit for non-union employees, the discontinuation of deductible cost sharing, and a continued participation in dependent premium cost sharing.	Administrator
3	March 30, 2006	Atlas SSDP Appeal	Hearing now set for July 20, 21, 2006.	Administrator
4	April 28, 2006	Boys and Girls Club	The group has received approval to continue with the process and is moving forward.	Administrator
5	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
6	July 11, 2006	JPCHA Homeless Plan	Pacific County Commissioners approved the plan.	Administrator
7	February 2006	JPCHA Eagles Acquisition	The JPCHA is working on acquiring an existing affordable housing property.	Administrator
8	April 28, 2006	NW Tourism Presentation	Prepared consolidated list of comments from attendees, will create PowerPoint slideshow and set up open house and presentation to VB board	Administrator.
9	July 11, 2006	Kite Museum Sign—WSDOT	Received response from WSDOT, need to contact the Kite Museum.	Administrator
10	Complete	AWC Conference	Robert will attend the AWC Conference in June	Administrator
11	Complete	Fireworks Permits	Once the City Council takes action on the itinerant vendor fees I will be issuing fireworks stand permits	Administrator
12	June 2006	RV Show 2007	Coordinating with Pacific Events	Activity

Item	Date of Change in Status	Item	Comments	Department
			Group for annual RV's by the Sea RV Show to be held the end of April 2007 at the Bolstad Beach Approach	Coordinator
13	June 2006	SummerFest 2006	Have created a Schedule of Events and confirming dates with entertainers. Working with sponsors for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	Activity Coordinator
14	June 30, 2006	SummerFest 2006	Preparing for Beach Safety Weekend over the 4 th of July as well as all SummerFest activities.	Activity Coordinator
15	June 2006	SummerFest Children's Literacy Program	Arranging for community leaders to come and read during children hour to help promote children's literacy. Books read will be donated to the local Timberland Libraries on the peninsula. \$700.00 was raised to pay for the books.	Activity Coordinator
16	June 2006	Cruise Ship Tours	Coordinating with Bruce Connors from Sundial Travel on excursion tours for Long Beach. Created and submitted 3 tour excursions for the Fall Cruise Ship schedule.	Activity Coordinator
17	June 2006	Festival & Event Management Certificate	Researching, gathering information, and interviewing media professionals for course project titled, "Strategies for obtaining free media for your event"	Activity Coordinator
18	June 2006	Bark for the D.O.G 2007	Working with the Humane Society for their 2007 Doggie Olympic Games event in Long Beach.	Activity Coordinator
19	June 2006	Informed Merchants Survival Guide	Working with the Long Beach Merchants on the Informed Merchants Survival Guide to help businesses promote events, lodging, and Long Beach business.	Activity Coordinator
20	June 2006	Depot Schedule & organization	The Long Beach Depot will be cleaned and organized by The Loyalty Days Court as a community service project.	Activity Coordinator
21	July 13, 2006	Bolstad Street Improvement	Staff sent off a copy of the survey to WSDOT to receive comments on	Community Development

Item	Date of Change in Status	Item	Comments	Department
			proposed changes and possible recommendations for solutions. Staff has also requested planning and design assistance through a grant available from the Cowlitz-Wahkiakum Council of Governments. A notice of award status is expected shortly.	
22	July 13 2006	Zoning Code Text Amendments	Planning Commission made a formal recommendation to the City Council and a public hearing has been scheduled for August 2, 2006	Community Development
23	April 26, 2006	FY 2005 Monthly Financials	December finalized, Year end financials sent to State Auditor.	Finance
24	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	Finance
25	April 26, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment received.	Finance
26	July 12, 2006	FY 2005 Budget Closeout	Completed	Finance
27	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
28	July 12, 2006	Police Vehicle Claim	Title sent to Evergreen Adjustment. Check received. Awaiting Final #'s from Chief Wright	Finance
29	April 5, 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database. Completed	Finance
30	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
31	May 21,	Computer	Linda & David up and running.	Finance

Item	Date of Change in Status	Item	Comments	Department
	2006	System Update		
32	May 21, 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Grant awarded, SCBA system ordered & Installed.	Fire
33	April 26, 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment. Completed	Fire
34	May 21, 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan. Updated by adding maps of Ilwaco Port.	Fire
35	July 12, 2006	AHAB Siren	Working with State Emergency Management on Placement and Contract	Fire
36	June, 2006 Completed	New Paving at Park	Mike K. met with the Mayor and members of the City Council to discuss specific plans for paving the parking area adjacent to the park and ball fields. Mike is working with the PUD on moving utilities as part of the project. Had a meeting with the Mayor, Councilman Zuern, Administrator Robert Strobe and Mike Kitzman about moving the power pole and transformer. Robert is going to check with the city's attorney regarding the legalities. The utilities have been moved and the city has started removing the old asphalt.	Parks
37	May 2006 Completed	Fish Alley	Fish Alley has been prepped for the color epoxy to be applied. Work on fish alley has begun.	Parks
38	June 2006	Wood carvings	Oiled the woodcarvings in town.	Parks
39	June 2006	Arch & Buoy	Painting completed	Parks

Item	Date of Change in Status	Item	Comments	Department
40	June 2006	Beach Cleaning	Began using the Sand Sifter in preparation for up coming events.	Parks
41	June 2006	Festivities	Staff set up/clean up for Stunt Kites and Fourth of July events.	Parks
42	June 2006	Softball Tournament	Staff set up for a 27 team Co-ed tournament	Parks
43	June 1 st , 2006	New Hires	The two foot patrol officers started for the summer. They are Sarah Vaughn and Eric Swenningson.	Police
44	June 1 st – June 2 nd , 2006	Training	Paul Jacobson attended training on gangs.	Police
45	June 2 nd , 2006	Community Policing	Loretta gave a presentation to the LB Merchants on bad checks.	Police
46	June 6 th , 2006	Tsunami Preparation	Chief Wright met with various individuals to discuss preparing for a Tsunami. Training exercises were set up for future dates.	Police
47	June 10 th , 2006	Training	The department had firearms qualifications. Four of our new officers were also trained in the use of the automated external defibrillator.	Police
48	June 11 th , 2006	New Equipment	The Ford Explorer purchased to replace the wrecked Explorer is now up and running.	Police
49	June 13 th , 2006	Meeting	Chief Wright met with the 911 operations board. Discussion of protocols for use of the new command vehicle was held.	Police
50	June 15 th , 2006	Meeting	The first planning meeting for this year's Rod Run was held. Planning for this event will continue.	Police
51	June 17 th , 2006	Community Policing	Officer Sarah Vaughn helped with a bicycle safety rodeo.	Police
56	June 19 th , 2006	Meeting	Chief Wright met with individuals to discuss how to better deal with mental health patients.	Police
57	June 20 th , 2006	Community Policing	Chief Wright assisted the City of Raymond with the testing and interviewing of replacements for Raymond PD's administrative assistant.	Police
58	June 23 rd , 2006	Community	Chief Wright met with organizers of	Police

Item	Date of Change in Status	Item	Comments	Department
	2006	Policing	the Port of Ilwaco's fireworks show to assist with planning.	
59	June 25 th , 2006	Community Policing	Chief Wright met with organizers of Operation Shore Patrol. Discussion on beach cleanup was held.	Police
60	June 28 th , 2006	Community Policing	Chief Wright met with other community members to discuss continued efforts to get a local Boys and Girls Club up and running here.	Police
61	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
62	March 2006	Pressure washing	Pressure washing brick parks.	Streets
63	February 2006	Signage	Removed the 10 th St. signs off of Sid Snyder Dr.	Streets
64	February 2006	Flagpole	Installed a new cable and pulley on the flagpole at the police station.	Streets
65	June 2006	Repairs	Staff repaired a crushed drain pipe and broken up catch basin on 16 th St No	Streets
66	June 2006	Culbertson Park	Painted parking lot and installed curb stops and signage	Streets
67	June 2006	Maintenance	Mowing shoulders of streets	Streets
68	June 2006	Signage	Built a rack to house all of the utility signs at City Shops.	Streets
69	June 2006	Maintenance	Cold patch pot holes	Streets
70	July 2006	New service installations	The crew has installed (16) new services since the start of the year, with (5) more pending.	Water
71	July 2006	Hydrant Flushing	Staff is in the process of flushing the distribution system. This will take two weeks to finish. This work is done at night.	Water
72	July 2006	Maddix Creek Pump	The pump was sent in for repairs. The Seal on the cord connection failed, and allowed water into the motor.	Water
73	July 2006	Locates	Staff did 16 new locates during the month.	Water
74	July 2006	Mechanic Position	Tim Padgett was hired to fill the position. He has 15 yrs experience. He started July 10 th .	Water

Item	Date of Change in Status	Item	Comments	Department
75	July 2006	Lift station pumps	Both pumps are back from repairs. 1 has been re-installed, the other will be Soon.	Wastewater
76	July 2006	Plant Maint.	Staff spent 2 days weed eating plant grounds.	Wastewater
77	July 2006	Sludge Hauling	Staff spent 2 days hauling sludge.	Wastewater
78	July 2006	Sludge Site Maint.	Staff spent 2 days flail cutting the sludge site.	Wastewater